



CITY OF WESLACO JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Secretary I (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Airport Department: Job No. 1702	Salary Range: \$10.17	Deadline: Open Until Filled
--	---	---	--	--

JOB SUMMARY:

Employee is responsible for providing clerical and administrative support to the Director of the Mid Valley Airport. Employee produces quality correspondence and other routine documents, memos, voucher's, requisitions, bid documents, and contract documents. Employee handles cash, credit, and bank deposits on a daily basis. Employee assists staff, public and other departments in furnishing information to resolve problems, research questions, answers telephone and handles in person inquiries, service request, and complaints and/or directs to appropriate person. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Director

Qualifications: High School Degree or equivalent and one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Computer skills with experience in Windows, Microsoft Office Products including Excel, Word, and Access. Must be able demonstrate more than ordinary courtesy, tact, and diplomacy working with other staff and the public. A valid Texas Driver's License is required. Bilingual and aviation experience preferred but not required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; Paid Holidays; Personal Leave Day.

For More Information, Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

(956) 968-3181

Or Visit Our Web Site:

www.weslacotx.gov

Email: hro@weslacotx.gov

Click on the Human Resource link, Job Opportunities to download a copy of the application.

Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

Nuestra compañía utiliza E-Verify para confirmar la elegibilidad para empleo de todos los empleados recién contratados. Para saber más sobre E-Verify, incluyendo sus derechos y responsabilidades, por favor visite www.dhs.gov/E-Verify.

HR POSTED-10/5/16